



United States Government

**NATIONAL LABOR RELATIONS BOARD**

Office of the Executive Secretary

1015 Half Street, SE

Washington, DC 20570

December 29, 2020

Ms. Beata Ossak  
986 Hyacinth Lane  
Bartlett, IL 60103-5748  
[bbje90@gmail.com](mailto:bbje90@gmail.com)

Re: *Amglo Kemlite Laboratories, Inc.*,  
Case 13-CA-065271

Dear Ms. Ossak:

Earlier today I wrote you a letter denying your untimely request for an extension of time that you filed in the above-referenced case. You sought an extension to file a request for review of the General Counsel's decision denying your appeal of the Regional Director's compliance determination.<sup>1</sup>

I am writing this letter to note that your extension request was not only untimely but also improperly served under the Board's Rules and Regulations. The extension request states that you served the Regional Director, without specifying the manner of service. Further, the request does not state who else, if anyone, you served.

Please be aware that filings with the Board must be properly served. See Rule 102.5(i). In this case, for example, you must serve documents that you E-File with the Executive Secretary of the Board **via email on the General Counsel, the Regional Director, and the Respondent's counsel**. See Rule 102.5(c); see also Rules 102.2(c) and 102.53(c). In addition, you must file a **statement of service together with the documents that you E-File that sets forth the names of the individuals you served, the date and manner of service, and the email addresses of the individuals you served**. See Rule 102.5(h).

Very truly yours,

/s/ Mark G. Eskenazi  
Associate Executive Secretary

cc: Parties; Regional Director for Region 13; and  
the General Counsel's Office of Appeals

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<sup>1</sup> I had noted that you may file a motion seeking permission to file out of time together with your proposed request for review and a sworn affidavit(s) by you and/or other individuals with personal knowledge of the reasons for the untimely filing.